YUROK TRIBE-JOB DESCRIPTION
Self-Governance Director

Job Title: Self-Governance Director
Job Grade: 12/13  FLSA Status: Exempt  Location: Yurok
Department: Self-Governance  Division: Executive Branch
Reports To: Chairperson

ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE
Salary Range: $79,913.60-104,270.40/94,099.20-122,761.60

This is an appointed position per the Constitution of the Yurok Tribe.

POSITION SUMMARY:

Under the general direction of the Chairperson the Self-Governance Director will be responsible for the coordination of all activities as they relate to the planning, organization, and implementation of the Self Governance Department.

DUTIES AND RESPONSIBILITIES:

1. Conduct regular meetings, correspondences and communications with the Tribal Council and other Tribal Departments and Programs lead staff, in order to establish and maintain program coordination in Self-Governance.
2. Develop tribal position, briefing, and other papers, documents for Tribal Council as needed.
3. Coordinate and develop funding to support staff needs of the Department
4. Responsible for the establishment, maintenance and dissemination of all records, correspondence, and reports of the Self-Governance Office.
5. Responsible for reviewing, evaluating, analyzing and development of budget documents and information for the implementation and negotiations for the Yurok Self Governance Compacts, Contracts, and Annual Funding Agreements with the United States Government and its respective agencies.
6. Responsible for maintaining governmental relations between and among the tribe, federal agencies, state agencies, local governments, tribal government and non-governmental organizations.
7. Provides and coordinates annual Self-Governance funding information as it relates to the Tribal/BIA, I.H.S., and non-BIA negotiations.
8. Assist in the evaluation, monitoring and interpretation of any political and legislative activities that may have potential impact on Self-Governance and recommend plans for maximizing the successful implementation of Self Governance.
9. Research, review, evaluate, and plan options available for accessing other federal funds under the Self Governance initiative.
10. Responsible for the planning and organization of the management and budgeting of all aspects of the Self Governance initiative for the Yurok Tribal Council.
11. Assist in preparation of Congressional documents and legislation as required for the implementation of Self Governance.
12. Other duties as assigned.
SUPERVISORY RESPONSIBILITIES:

Performs the full range of supervisor duties and responsibilities. Plans work of subordinates based on priorities, nature of assignment, and capability of employee. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction and guidance to subordinates on work matters. Develops departmental Staff Career development plans designed to improve the job-related effectiveness of each departmental employee. Reviews and makes recommendations on personnel actions such as employment, retention, promotion and termination.

DESIRABLE QUALIFICATIONS:

1. Experience working with various tribal, federal, state, local and private agencies, programs, entities and individuals.
2. Ability to work with a diverse group of clientele and possess good communication and writing skills.
3. Knowledgeable about traditional and contemporary culture and history of the Yurok People.
4. Ability to balance development and preservation issues and needs.

MINIMUM QUALIFICATIONS:

1. Proficient in computer applications and operations.
2. Experience working in tribal governments with knowledge of government-to-government relations, tribal sovereignty, federal Indian policy; trust responsibility, treaties and constitutions.
3. Experience with grants, contracts and compact negotiations and processes.
4. Experience in financial management, developing, implementing, monitoring and reporting project plans and operations.
5. Ability to work independently, makes decisions, maintain confidentiality, work effectively with co-workers and Council, and perform under pressure.

EDUCATION/EXPERIENCE:

A Bachelor’s degree plus 10 years of progressively responsible experience in tribal governance, policy analysis, and contract negotiations.

CONDITIONS OF EMPLOYMENT:
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1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. When necessary, must be able to lift 25 to 50 pounds.
4. Must have a valid California Driver’s License and be able to be insured through the Tribal insurance agency.
5. Must pass a comprehensive background check.
6. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
7. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
8. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
9. VISION REQUIREMENTS:
   - Close vision (clear vision at 20 inches or less).
   - Color vision (ability to identify and distinguish colors).
   - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
   - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _______________________________ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

_____________________________  ____________________  ______________
Employee Signature          Date                      Employee #

_____________________________  ____________________
Supervisor Signature        Date

2022 (RS)                       - 3-
YTC approved 1/7/22 org chart